



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT OVERTIME	POLICY NO. 603.4	EFFECTIVE DATE 1/30/90	PAGE 1 of 3
APPROVED BY: original signed by: ROBERTO QUIROZ Director	SUPERSEDES 707.03 7/1/80	ORIGINAL ISSUE DATE 4/2/79	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To establish standard procedures to be used concerning overtime relating to employees of the Department of Mental Health (DMH).

POLICY

- 2.1 Overtime procedures within the DMH are established in compliance with appropriate provisions of the Federal Fair Labor Standards Act (FLSA), various Memoranda of Understanding (MOUs) between the Los Angeles County Board of Supervisors and certified employee bargaining units, and provisions of the Los Angeles County Code. For employees whose classifications are represented by a certified bargaining unit, the provisions of the applicable MOU take precedence over the provisions of the Los Angeles County Code.
- 2.2 Overtime is permitted when there is a genuine emergency condition or other extenuating circumstances as determined by the manager. The Director of Mental Health, or designee, may require any employee in the Department to work overtime for more than the regular number of hours in an assigned workday or week when public necessity or convenience requires such work.
- 2.3 Overtime worked within the DMH shall be earned, credited, paid, or taken off in increments of one-half hour for FLSA exempt but not represented employees, and increments of one-quarter hour for FLSA covered and FLSA exempt but represented. Unit Timekeepers should assure that a "Request" form is on file for employees claiming overtime on the timecard.
- 2.4 The DMH Classification and Salary Listing will provide the current status ("exempt" or "covered") of each classification within the Department and will identify the overtime provisions that apply or will identify the MOU to be consulted when special provisions apply. The Classification and Salary Listing will be revised to keep current with salaries as they are approved for represented and non-represented classifications by the Los Angeles County Board of Supervisors.

GUIDELINES AND PROCEDURE

- 3.1 Management Procedure for Obtaining Departmental Authorization for Paid Overtime



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT: OVERTIME	POLICY NO. 603.4	EFFECTIVE DATE 1/30/90	PAGE 2 of 3
-----------------------------	----------------------------	-------------------------------------	-----------------------

- 3.1.1 Authorization is required from the Chief Administrative Office (CAO) in order for DMH employees to be paid for overtime worked. Budget Services Division in the Office of the Finance Specialist can provide the required format to request such approval. Each request for paid overtime must be approved by the Chief Deputy Director, Mental Health, before it can be processed by Budget Services for CAO approval.
- 3.1.2 After Budget Services receives CAO authorization, a copy is forwarded to Personnel Bureau for processing. Personnel Bureau will request the names of individuals covered under the CAO authorization from the area that initiated the request for paid overtime. After the names are received, Timekeeping will code timecards for overtime payment as appropriate, and Payroll Office will take necessary steps to ensure payment for authorized paid overtime.

3.2 Employee Procedure for Obtaining Individual Authorization for Overtime

- 3.2.1 In order to work overtime, DMH employees must have prior approval of the immediate supervisor or manager except when emergency situations exist. The "Request for Overtime or Time Off" form is to be used for approval to work overtime. When overtime is worked in an emergency situation, the request for approved overtime must be submitted no later than the following business day. The justification space on the form must include the reason that overtime is needed and identify what is to be accomplished as a result of working overtime.
- 3.2.2 The "Request" form is to be retained at the work site as documentation of approval. The forms should be retained for three years. The forms may be retained by the Unit Timekeeper with copies of timecards.
- 3.2.3 Accumulated or accrued overtime not taken off in the calendar year in which it was earned may be carried over to the next calendar year up to a maximum of 144 hours. Any accumulated overtime carried over to a succeeding calendar year must be used during that calendar year or it is deemed lost, unless payment at the straight-time workday rate is approved by the Board of Supervisors or authorized by the Chief Administrative Officer.
- 3.2.4 In order to be considered by the CAO to be paid instead of lost, requests to pay overtime subject to be lost must be submitted to the Chief Deputy Director, Mental Health, not later than November 15 of each year. The request must include a cover memo with adequate justification for payment of the time, identify the source of funds to pay for the request, and be signed by the Medical Director, Assistant Director, or Deputy Director of Public Guardian as appropriate.



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT: OVERTIME	POLICY NO. 603.4	EFFECTIVE DATE 1/30/90	PAGE 3 of 3
-----------------------------	----------------------------	-------------------------------------	-----------------------

- 3.2.5 Overtime worked must be appropriately recorded on the employee's timecard that is signed by the employee and by the supervisor. The supervisor should review the timecard to assure that the time recorded was actually worked and that the appropriate coding for paid (OP) or accrued (OA) overtime is used.
- 3.2.6 Consistent with guidelines for outside employment, Department of Mental Health employees are not to work in excess of 24 hours overtime in a work week. The Department's current work week begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. The Chief Deputy Director, Mental Health, must specifically approve any request to work overtime in excess of this limitation.

AUTHORITY

Federal Fair Labor Standards Act (FLSA)
Memoranda of Understanding
Los Angeles County Code